



OLD VALUES - NEW HORIZONS

COMMUNITY DEVELOPMENT

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Planning Board Workshop Approved Minutes

May 20th, 2020

7:00 pm at Community Development Meeting Room & Zoom Video Conference
3 North Lowell Road

Attendance:

Chair, Derek Monson, Present

Vice Chair, Alan Carpenter, Present, via Zoom video conference

Joe Bradley, Present, via Zoom video conference

Jennean Mason, Present, via Zoom video conference

Ruth-Ellen Post, Present, via Zoom video conference

Jacob Cross, Present, via Zoom video conference

Matt Rounds (alternate), Present, at 7:04

Gabe Toubia (alternate), Present, via Zoom video conference

Heath Partington, Board of Selectmen liaison, Present, via Zoom video conference

Dick Gregory- Planning Board Director

Renee Mallett- Minute Taker, via Zoom video conference

The workshop opened at 7:00 with the Pledge of Allegiance and the introduction of members. On March 23rd, because of the Covid-19 pandemic, Governor Sununu created Emergency Order #12. This has relaxed the requirements of RSA 91-A, III(c) and allowed the meeting to be held while still following the CDC guidelines for social distancing and the Governor's restrictions on gathering of more than 10 people. As such most of the board members took part via Zoom video conference. The public was given a phone conference number with which to comment or ask questions while the workshop was in session.

The board reviewed a proposed sign for the American Legion. Ms. Post said the sign looked fine but asked if it best served the residents to have such a small portion of the sign dedicated to Animal Control. Mr. Partington said that when the sign had been initially presented to the Board of Selectmen it had been mentioned that Animal Control was not using the sign as advertisement, as the American Legion was.

Mr. Rounds joined the meeting at 7:04

Vice Chair Carpenter made a motion to approve the sign as presented. Ms. Mason seconded the motion. The motion was passed with the following roll call vote:

Chair Monson, aye

Vice Chair Carpenter, aye

Mr. Bradley, aye

Ms. Mason, aye

Ms. Post, aye

44 **Mr. Cross, aye**
45 **Mr. Partington, aye**
46

47 A sub-division which had been revoked on April 8th returned to the board as it had not been
48 properly posted to the public. It since has been posted and has received no public comments.
49

50 **Ms. Mason made a motion to ratify the 4-8-2020 vote to revoke the sub-division of London Bridge North.**
51 **Mr. Cross seconded the motion. The motion was passed with the following roll call vote:**

52 **Chair Monson, aye**
53 **Vice Chair Carpenter, aye**
54 **Mr. Bradley, aye**
55 **Ms. Mason, aye**
56 **Ms. Post, aye**
57 **Mr. Cross, aye**
58 **Mr. Partington, aye**
59

60 Chair Monson had talked to Ms. DiFruscia about her position as an alternate on the Planning Board.
61 Ms. DiFruscia said she would be taking a break from the board. This leaves two open alternate positions.
62 There have also been no applicants for the citizen position on the CIP. The board directed Mr. Gregory to
63 advertise for the open positions for two weeks.

64 Two Planning Board members are needed to sit on the CIP. Mr. Cross and Ms. Mason volunteered.
65

66 **Vice Chair Carpenter made a motion to appoint Mr. Cross and Ms. Mason to the CIP, with gratitude. Mr.**
67 **Bradley seconded the motion. The motion was passed with the following roll call vote:**

68 **Chair Monson, aye**
69 **Vice Chair Carpenter, aye**
70 **Mr. Bradley, aye**
71 **Ms. Mason, aye**
72 **Ms. Post, aye**
73 **Mr. Cross, aye**
74 **Mr. Partington, aye**
75

76 Mr. Rounds suggested the CIP process be streamlined by asking for input and comments from the
77 Board of Selectmen at an earlier juncture in the process. Mr. Partington thought that the decision last year
78 to split the rate between the school side and town side did a lot already to improve the process. Vice Chair
79 Carpenter thought it was a worthy conversation to have with the Board of Selectmen. Mr. Cross and Ms.
80 Mason will bring the idea to the CIP Chair.

81
82 The board discussed a list of procedural items developed by Ms. Mason and Mr. Partington. Vice
83 Chair Carpenter suggested splitting it into two columns- things that may be needed for an application and
84 things that are required of all applications, and making that the checklist.

85 Mr. Bradley said that former Chair Gosselin had always asked if an application was appropriate for
86 zoning and if it was in the Canobie/Cobbett's Watershed. To that point Vice Chair Carpenter said that if an
87 application did not meet zoning that the ZBA approval should be attached. Mr. Toubia would like to see the
88 date submitted and the date accepted for the sake of tracking deadlines. Mr. Bradley asked about
89 standardized naming procedures. Chair Monson said he would bring the list and requests to Julie Suech.

90 Mr. Cross asked about the procedures for approving this. Vice Chair Carpenter said it would require
91 that the Rules of Procedure for the board be amended and that it be codified in the site plan and sub-
92 division regulations.

93 Ms. Post thanked Ms. Mason and Mr. Partington for bringing this level of clarity to the applications.
94 Mr. Partington said he would update the list into checklist form for discussion and approval at the next
95 meeting.

96
97 Vice Chair Carpenter has been working on changes to the Design Review requirement for
98 commercial applications. He asked how much rewriting the board wanted done as it was a larger project
99 than first anticipated. Vice Chair Carpenter said that in the time of Covid multi-person sub-committees
100 could be problematic. Ms. Mason volunteered to be a sounding board if needed. Chair Monson will check
101 with Attorney Campbell that its okay to do without the sub-committee.

102
103 It was also suggested that anything that might trigger a review by the Conservation Committee be
104 added to the checklist for applicants.

105
106 The board needs to ask Attorney Campbell about their legal obligations regarding Workforce
107 Housing. Mr. Cross asked if the board needed to be aware of Attorney Campbell's hourly rate. Mr.
108 Partington said it was not a concern and gave a brief overview of the town's contract with the attorney.

109
110 The rewrite of the WPD was discussed. Vice Chair Carpenter said a full rewrite had been completed
111 but several sentences caused debate in town and it was never adopted. Vice Chair Carpenter thought it
112 could be quick work to update that rewrite and present it again to the town.

113 There was some discussion of approaching the various committees that oversee other waterbodies
114 in town to see if there was an interest in adding them to the WWPD as Canobie and Cobbett's Pond already
115 are.

116
117 Chair Monson will investigate codifying BMP/Maintenance Practices.

118
119 Eric DeLong had been consulted about the town survey previously done for the Master Plan. He
120 had not been involved in that project himself but said that the town now had a SurveyMonkey account and
121 a significant contact list of residents. Ms. Mason had talked to Nicole Bottai about the voting questions
122 raised previously by the board.

123 Ms. Post had recently attended an EDC meeting where water issues were discussed. Some debate
124 followed on the appropriateness of the EDC taking purview on the water contamination in town. Mr.
125 Rounds called the contamination issues raised "false flags." Ms. Post felt that everyone on the Planning
126 Board had the ability to decide for themselves the validity of the information being shared. Mr. Toubia
127 agreed with Ms. Post and said that some commercial development was frozen due to the issues. Chair
128 Monson suggested anyone interested could attend EDC meetings to hear what information was being
129 shared there, as it was not the board's purview.

130 Ms. Post said she would like more time to review the survey questions that had been presented.
131 Ms. Mason would like to see more business-related questions and agreed that more time was needed to
132 fine-tune the survey. Some issues were raised with the way the previous survey questions had been asked.
133 Vice Chair Carpenter suggested that everyone send their feedback to Mr. Cross so he could easily compile
134 their concerns. Mr. Rounds suggested it be a living document that everyone could edit. Mr. Cross asked
135 that everyone put their feedback in the notes section so he could compile it.

136 Ms. Mason noted that in the previous survey many people did not answer the free form questions
137 at all. Ms. Post said this was normal for surveys in general. Vice Chair Carpenter did not recall the free form
138 answers they did receive as being particularly helpful.

139 Mr. Cross asked if the map feature of the survey had been utilized at all and should be kept. It was
140 decided it should be kept to differentiate the concerns in one part of town from another.

141 Ms. Post said that previous surveys had been helpful in discovering what things residents did not
142 like but that the important thing was to find out what remedies to the problems residents would be willing
143 to tolerate.

144 Mr. Bradley said you could easily see the difference in comparing the previous survey questions to
145 the ones on surveys used by towns like Bedford who had recently paid for a consultant to help with their
146 master plan.

147 Mr. Cross will revise the draft survey questions and resend them to the board.
148